SAFE WORKING ENVIRONMENT
The Department of Molecular Biology and Genetics, Aarhus University

APRIL 2018
The occupational health and safety organisation at the Department

The occupational health and safety organisation at the Department of Molecular Biology and Genetics (MBG) is divided into nine work environment groups:

Work environment group 1: Offices, workshops and teaching labs 1120/1121
Work environment group 2: Laboratories in building 1130 at “Biokæden” (Campus)
Work environment group 3: Laboratories in building 1131 at “Biokæden” (Campus)
Work environment group 4: Laboratories in building 3131 in the Science Park
Work environment group 5: Laboratories in building 3133 in the Science Park
Work environment group 6: Laboratories in building 3134 in the Science Park
Work environment group 7: Laboratories in building 3132 in the Science Park
Work environment group 8: MBG Foulum
Work environment group 9: MBG Flakkebjerg

Work environment group 1 - Offices, workshops and teaching labs 1120/1121:
Supervisor representative: Magdalena Pyrz
Health and safety representative: Henrik H. Kolmos

Work environment group 2 - building 1130:
Supervisor representative: Erik Østergaard Jensen
Health and safety representatives: Ulla Birk Henriksen (2nd floor) and Dorthe C. Riishøj (3rd and 4th floor) + building 1135, 1st floor

Work environment group 3 - building 1131:
Supervisor representative: Erik Østergaard Jensen
Health and safety representatives: Ulla Birk Henriksen (3rd floor), Claudia Scheffler (4th floor), Mette Hoffmann Asmussen (5th and 6th floor).

Work environment group 4 - building 3131:
Supervisor representative: Niels Sandal. Health and safety representative: Anni Christensen (2nd and 3rd floor)

Work environment group 5 - building 3133:
Supervisor representative: Niels Sandal Health and safety representatives: Lise Møller Fogh (2nd floor), Pernille Rimmer Noer (3rd floor)

Work environment group 6 - building 3134:
Supervisor representative: Jens Stougaard. Health and safety representatives: Tania Aaquist Nielsen (0th floor), Maria Vinther (1st floor), Dorthe Bødker Jensen (2nd floor)

Work environment group 7 - building 3132:
Supervisor representative: Niels Sandal: Health and safety representatives: Susanne Vends (0th floor), Karen Margrethe Nielsen (1st floor), Anna Marie Nielsen (2nd floor)

Work environment group 8: MBG Foulum
Supervisor representative: Goutam Sahana; Health & safety representative: Søren Svendsen

Work environment group 9: MBG Flakkebjerg:
Supervisor representative: Per Gregersen. Health and safety representative: Lis B. Holte

The daily leaders of the work environment:
Buildings 3130-3135, 3140 (partly), 3142 (partly) in the Science Park - Niels Sandal
Buildings 1130, 1131, 1134 and 1135 at “Biokæden” (campus) - Erik Østergaard Jensen
Building 1120/1121 - Magdalena Pyrz
Read the section Work Environment on the staff pages:
http://mbg.medarbejdere.au.dk/en/working-environment/
Here you will find (among other things) the safety regulations. These are also found in paper form in each laboratory. Red copy: English version.

The department’s pregnancy policy:

Safety with electricity:

Alcohol policy

Minutes from the Working Environment Committee
http://mbg.au.dk/om-instituttet/udvalg/referater/arbejdsmiljoeudvalg/

Safety courses

The occupational health and safety organisation of the department

Reporting an accident at work:
http://mbg.medarbejdere.au.dk/en/working-environment/

KIROS (database for chemicals) www.kiros.chem.au.dk/

Classified laboratories

Class 1: When working in a Class 1 laboratory you must wear a white lab coat with a yellow label: “biohazards” or a yellow lab coat. In classified cell labs you must wear either a white lab coat labelled “biohazards” or a green lab coat.

Class 2: Special rules apply for work and training in Class 2 laboratories – see safety reglations by your working environment representatives. You must wear a green lab coat.
Minimum rules for work in the laboratory:

- Remember the rules for **good hygiene**, which include NO eating, drinking or smoking in the laboratories.
- All **accidents** must be reported to one of the health and safety representatives.
- When working in the laboratory, you must wear a **buttoned lab coat**.
- When working in a **classified laboratory**: In a class 1 laboratory you must wear a white **lab coat labelled “biohazards”** or a **green lab coat**. In a class 2 laboratory, you must wear a **green lab coat**. The lab coat must not be worn outside the classified laboratory.
- **Gloves**: remember that gloves are for your protection. There are different kinds of gloves for specific chemical/biological matters. Avoid contaminating your surroundings and take off your gloves when finished with that specific work.
- Gloves must not be worn outside the laboratory corridor.
- When working with **liquid nitrogen** you must use a safety shield.
- Never use the lift together with liquid nitrogen.
- Note the **stringent rules** for work in **classified laboratories**.
- **Careful instruction** in the use of **apparatus and facilities** is a necessary requirement for working in the laboratories of the department as well as a good knowledge about working safely in the laboratory. If in doubt ask the technician in your group, a health and safety representative or a person from the group with the apparatus in question.
- Everybody is **responsible** for getting any failure or defect of the apparatus fixed.
- Shortly after starting work in the laboratory, students must take part in the department’s courses in **first aid, fire fighting, isotope technique** and **laboratory conduct**.
- Laboratory trainees must take courses in **first aid, fire fighting and laboratory conduct**.
Science Park

Common facilities
Responsibility for common equipment and premises in the Science Park
A list of people responsible for equipment and premises in the Science Park is found on the website: http://mbg.medarbejdere.au.dk/arbejdsmiljoe/

Guideline for building/room no. below: 3132.2.11:
3132 = building; 2 = floor; 11 = room

Booking of equipment such as ultracentrifuges, microscopes, projectors, etc. must be done on-line via the Outlook/Exchange Calender. Open the calendar from the address book, write #MBG Udstyr - Forskerparken, and choose and book the equipment. Here you can also see where the equipment is localised.

Typhoon - 3130.0 – corridor
Sonicator - 3142 (pavilion 3), the attic
Scintillation counter - 3131.0.13

Autoclave - 3131.0.12
Do not use the two large autoclaves. When using the floor autoclave on the left side, instructions must be followed. After autoclaving, the waste is placed in a black bag and placed in the waste container on the parking lot.

Millipore facility - 3131.0.12.
Instructions are found by the facility.

High pressure flasks
Should be ordered directly from AGA Depot/Svejsehuset: kundeservice@dk.aga.com.
Please give your name and customer number (568336) when contacting the company. AGA places the full pressure flasks on the left side of the shed by the parking lot with your name and customer number.

Empty flasks should be placed in the shed (to the right), and the sign “Tomme returflasser, kundenr. 568336” should be placed on the flask.
Please note: Esben Skipper Sørensen’s group and Ove Lillelund (Daniel Otzen’s) group have their own customer number.

Ethanol
See the list of persons responsible on the web under "Work environment" for equipment and premises to find the person responsible for ethanol.

Dark room - 3131.0.11
Refill developer, $\text{H}_2\text{O}$ and fixer of the developing machine if necessary (see instructions on the wall) and tidy up after use.

Isotope room - 3131.0., class B
See instructions on the door.
SAFE WORKING ENVIRONMENT

Ice machine – in the basement between building 3131 and 3132 by the lift

Waste room for radioactivity - 3131.0.01
Each group has its own waste drum. Please write date, isotope, amount and your name on the list on the drum. When the content of the drum can be considered inactive (see instructions on the door), it should be disposed of as as solid “H-affald” (H-waste).

Common storage room - 3131.0 – no. 8
TORK paper towels, Xerox paper, eye rinse bottles, emergency kits and goods for the luncheon room are found in the common storage room.
Common storage room - 3133, basement: containers for waste

Emergency kits: Susanne Vends

Waste mangement
The large containers are located at the parking lot by building 3132.

Cardboard container
Clean cardboard, such as cardboard boxes (not pizza trays) - please remember to remove the small plastic address pockets. It is not necessary to remove the tape.

Paper container
Ordinary office paper - no plastic sleeves, binders, etc.

Small combustibles (compactor)
Residual waste from offices, binders, plastic pockets, pizza trays, paper cups, etc.
"ST-byg” compresses the residual waste every morning and after lunch.
If you have an extraordinary amount of waste, you can operate the compactor yourself: The instructions for use can be found on the container. The compactor for small combustibles is operated with a key that can be found in the copy room at the same place as the car keys (ask Dorte Abildskov, Henrik Hartvig Kolmos or Kristian Graf for the code to the "safe"). The instructions for use can be found on the container.

Disposal of glass used in the laboratory
A special container for laboratory glass. Small types of glass can be placed in the H-waste container.
(See photo of the containers on the next page)

Household glass must be placed in the container in the bicycle shed by the parking lot (see photo to the right)

Accidents
For recovery of large amounts of liquid chemicals, chemical pads must be used. The pads are placed in the common (fenced) storage room in the basement - 3131, no. 8. Accidents with radioactive waste – see the safety regulations.
SAFE WORKING ENVIRONMENT

Burglar alarm in the Science Park

The yellow brick buildings

The burglar alarm in the Science Park (the yellow brick buildings) is automatically switched on in the evening. It is still possible to work with the alarm on as it is only being activated by broken glass or by heavy closing of doors or windows. The alarm also starts if you keep the outer door open for more than around 10 seconds.

If the alarm sounds:
Check out the situation to see if there is anything unusual.
Call 70334455 and give them
1. your name
2. the CODE (ask your colleague, if you have forgotten it - all new staff and students get the CODE)
3. your ID access card number (at the back or front of your access card) and explain the situation.
Do NOT enter anything on the display (the alarm stops automatically after 3 minutes).
If you fail to call the number above when the alarm sounds, they will send a guard and the department gets to pay for this visit.

Containers for waste (household glass must be placed in the container in the bicycle shed)
**"Biokæden" (Campus section)**

**Common facilities**

**Responsibility for common equipment and premises in “Biokæden”**
A list of people responsible for equipment and premises in “Biokæden” is posted on the bulletin boards in building 1130 by the secretariat and in the various groups as well as on the website: http://mbg.medarbejdere.au.dk/en/working-environment/

**Booking of equipment** such as ultracentrifuges, microscopes etc. must be done on-line via the Outlook/Exchange Calender. Open the calendar from the address book, write #MBG Udstyr - Biokæden, and choose the equipment. (and book). Here you can also see where the equipment is located.

**Photo room** - building 1130 - room 321

**BioRad scanner** - building 1130 - lokale 429- bring phosphorsceens yourself.

**High-speed centrifuge** - building 1131, room 610

**Geldoc** - Is temporarily located in room 321/1130

**Ultracentrifuges** - building 1130 - room 509

**Ice machines and dry ice** - building 1130 - room 323

**Weighing room** - building 1130 - room 324
For dangerous and hazardous matters. Here you also find an autoclave, double distilled water and facilities for handling of agar.

**Isotope room**
Only persons who have got instructions from the persons in charge (and have got a key to the room) have access.
The hot room in Mol_X-lab in the basement of building 1120 is used temporarily instead. To get access, please contact Tinna Stevnsner. The waste is placed in room 503/1130.

**Scintillation counters** - Counting vials and liquids are located in room 506, building 1130. Use the scintillation counter in the Science Park, and remember to bring back your waste to 506/1130 at “Biokæden”.

**Sonicators** - building 1130 - room 506

**Autoclave** – building 1130 – room 323

**Ethanol** – see list of people with permission to collect alcohol on the bulletin board in building 1130, 3rd floor or by Astrid Kühle/PMM, building 1131, 4th floor.

**Accidents**
For recovery of large amounts of liquid chemicals, chemical resistent mats must be used. The mats are haning on the wall by the safety stations in buildings 1130 (3rd floor) and 1131 (4th floor).
Rules for waste disposal

- **Ordinary household waste** is placed in waste baskets or rubbish bags which are emptied by the cleaning personnel.

- **Non-liquid waste contaminated** with hazardous material must be placed in the transparent plastic container labelled solid “H-affald” (H-waste).

- **Liquid waste** must be sorted in safety-proven plastic containers in fume cupboards in accordance with the posted instructions. Must then be placed on the table in building 1135, room 148. All waste must be labelled with name, lab number and content. New plastic bins are found in the cupboard across from room 430/1131. Containers can be picked up in room 510/1130.

- **The yellow boxes for hazardous waste** must only be used for blood or tissue from medical treatment of humans, animals or biological research with a small risk of danger of contamination.

- **Scalpels and syringes** must be placed in the small yellow bins. When these are full they must be placed in plastic containers for solid “H-affald” (H-waste). The bins are found in the cupboard to the left of the door to the autoclave room 323/1130.

- **Glass waste** must be collected in the laboratory and subsequently placed in the waste container in front of room 148 in building 1135.

- **Biological waste** must be collected in autoclave buckets – large amounts must be marked with autoclave tape with name and group - and subsequently placed in the dishwashing tray for autoclave waste in the classified rooms.

- **Radioactive waste** (liquid and non-liquid) must be taken to the hot room, building 1130 - room 503.
Registration of new students, staff and guests

**Staff and students** (incl. guests, Bachelor and project students and Master students)

Please find the relevant form here:
http://mbg.medarbejdere.au.dk/en/hr/info-for-new-staff-and-students/

When you have registered, you get an @mbg-mail address (not project and bachelor students) and a profile page on the department’s website: http://mbg.au.dk/en/contact/staff-and-students/

A personal website will then automatically be generated (for staff, PhD students and Master students writing their thesis) with basic information and you must then add other relevant information yourself at
http://medarbejdere.au.dk/en/pure/

Staff and students staying for six months or more will be invited to have their photo taken for the website and newsletter (not Bachelor and project students)

Please note that students need to take out a personal insurance for work in the laboratory to be covered in case of an accident.

**A locker** can be obtained from Dorte Abildskov (Science Park).
At “Biokæden”-Campus: find an empty locker and bring your own padlock and key.
Key card/keys to the department and teaching labs

Hand-out of key cards/keys

Before you can get a key card/keys, your health and and safety representative must show you the guidelines for working safely in the laboratory.

When you have had this presentation of safety in the laboratory, please do the following:

1) Order and pay for a key card/key at this link:
   https://auws.au.dk/Depositum_MBG

Students with an AU student card do not need a key card, as they can get it activated by Sofie L.A. Gravesen ("Biokæden") or Dorte Abildskov (the Science Park). To get your student card activated, you still need to get the check list signed and fill out the registration form (see below).

If you need a key, you must order and pay as indicated below.

To get a key card/key(s), please go to Sofie L.A. Gravesen ("Biokæden") or Dorte Abildskov (the Science Park) bringing the following papers:

i) print-out of receipt for payment* of key card/key(s) - (the receipt sent to you by mail)
ii) signed check list concerning safe working environment – the Safe Working Environment leaflet
iii) form for registration of for students, staff/PhD students or guests

*A deposit of DKK 200 for a key and DKK 100 for a key card is charged.

When you leave the department, you must hand in your key card/key(s) to Sofie L.A. Gravesen ("Biokæden") or Dorte Abildskov (the Science Park), who will make sure that your deposit is refunded to your bank account.
Check list concerning safe working environment

Before getting access to working in the laboratory and before getting a key card/key to the department, you need some basic knowledge about the safety in the laboratory. To ensure this you need to go through the points below.

This check list must be filled out and signed by your supervisor/host and Safety representative and taken to the person who hands out the key cards/keys.

To obtain a key card/key you must give a positive answer to all points below except for the last (Have you taken any safety courses), as the department will offer you these courses later.

<table>
<thead>
<tr>
<th>Have you been introduced to the points below?</th>
<th>Yes</th>
<th>No</th>
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</thead>
<tbody>
<tr>
<td>GMO</td>
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<tr>
<td>Disinfection</td>
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<td>Lab coat</td>
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<tr>
<td>Waste</td>
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<tr>
<td>Radioactive isotopes</td>
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<tr>
<td>Dosimeter</td>
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<td>Waste disposal</td>
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<tr>
<td>Waste disposal</td>
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<tr>
<td>Must be sorted in accordance with the rules for handling of waste</td>
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<td>Household waste/glass waste</td>
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<td>Chemicals</td>
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<tr>
<td>Poisonous: must be kept in a locked place</td>
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<td>Carcinogenic: marked with labels</td>
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<td>Introduction to Kiros: password</td>
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<td>Personal protection</td>
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<td>Lab coat</td>
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<td>Gloves</td>
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<td>Glasses</td>
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<td>Face shield: must always be used when working with liquid nitrogen</td>
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<td>How to start the air suction in the laboratory for fresh air during weekends</td>
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<td>Where do you find: flasks for eye rinse, fire blanket, fire extinguisher, evacuation equipment</td>
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<td>Registered at the department</td>
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<tr>
<td>Filled out and sent in form as a student, staff, guest staff or guest student</td>
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<td>Presentation of personnel</td>
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<td>Technician(s) in the group</td>
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<td>Health and safety representative</td>
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<td>Guided tour of the buildings</td>
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<td>Did you read the department’s safety material?</td>
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<td>Have you taken any safety courses?</td>
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<tr>
<td>Accident-handling course</td>
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<td>Laboratory standards of conduct</td>
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<tr>
<td>Is a key to be handed out?</td>
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</table>

Student/staff signature: __________________________  Date: ________________
Supervisor’s/host’s signature: ______________________
Health and safety representative’s signature: ____________
SAFE WORKING ENVIRONMENT

Department of Molecular Biology and Genetics

Departmental shortcuts:
- Working environment
- Research and research support
- IT and web
- Teaching
- Purchasing, accounts and finances
- Rooms, buildings and maps
- Service and facilities
- Travel
- HR
- Design and communication
- Support at HBG
- Support at STAU
- Alumni

INSTITUT FOR MOLEKULÆRBIOLOGI OG GENETIK – MEDARBEJDERSPORTAL

Nye medarbejdere og studerende

Villkommen til Institut for Molekularbiologi og Genetik (HGB)

For at få adgang til vurderinger, identifier, hotline, valgkataloget, e-mail og vores hjemmeside, skal du registrere sig som medarbejder.

Udover dit individuelle profil (udbydelse, medarbejdersidste, -adgangsnumre, -adresse) og e-mail kan du få adgang til fa. roboten HBG, information, IT-tilbehør, efterfølgende ikoner (dvs. adgang til medarbejdere, der er nøgler til forsøg, der er nøgler til forsøg, der er nøgler til forsøg).

Produkt: Dine adgangsrettigheder er registreret ved adressen. Kontakt og f.eks. produkt, hvordan du kan registrere sig...

- Indledning til medarbejder (medarbejder)
- Alle nye medarbejdere og studerende til HBG introduceres til universitetshistorie i funkertiden med artikel i den institutionsmagasin, der er tilgængeligt på webstedet. Det er et vigtigt indledningstilknyttet til institutionen.
- Afhjælper for medarbejder:
- Hvis du vil afhjælpe medarbejderen, kan du kontakte HBG. Kontakt og f.eks. produkt, hvordan du kan registrere sig...
- Stifte
- Medarbejderen skal stifte en ny adgangsrettighed, for det er det enkleste...
- Afhjælper for medarbejder:
- Hvis du vil afhjælpe medarbejderen, kan du kontakte HBG. Kontakt og f.eks. produkt, hvordan du kan registrere sig...

- Introduktion til medarbejder (medarbejder)
- Alle nye medarbejdere og studerende til HBG introduceres til universitetshistorie i funkertiden med artikel i den institutionsmagasin, der er tilgængeligt på webstedet. Det er et vigtigt indledningstilknyttet til institutionen.
- Afhjælper for medarbejder:
- Hvis du vil afhjælpe medarbejderen, kan du kontakte HBG. Kontakt og f.eks. produkt, hvordan du kan registrere sig...
- Stifte
- Medarbejderen skal stifte en ny adgangsrettighed, for det er det enkleste...

- Support ved institutet (HBG)
- Hvis du vil afhjælpe medarbejderen, kan du kontakte HBG. Kontakt og f.eks. produkt, hvordan du kan registrere sig...

- Medarbejderside
- Hvis du vil afhjælpe medarbejderen, kan du kontakte HBG. Kontakt og f.eks. produkt, hvordan du kan registrere sig...
SAFE WORKING ENVIRONMENT

WORKING ENVIRONMENT

Portal for Working Environment at MBG

The occupational health and safety organisation of HBIO, ST & AU

Department of Molecular Biology and Genetics
- Occupational Health and Safety Committee - minutes
- Risk Assessment and Detailed Action Plan
- Faculty of Science and Technology
- Faculty's Occupational Health and Safety Committee - minutes
- Work for the Working Environment at the Faculty

Division of responsibilities at HBIO
- List of persons responsible for equipment and work (in Danish only)
- List of personnel with radiation risk (in Danish only)
- Risk assessment for work with radioactive materials
- Facilities and administration
- Health and safety officer
- Health and safety station
- Safety course
- Recruitment and training
- Equipment and laboratory
- Project Doc: Job and body
- Research and research support
- IT and EHS
- Teaching
- premises and rooms
- Flowers, buildings and maps
- Equipment and facilities
- Visual
- Videos
- Design and communication
- Support at MBG
- Support at STAU
- Forms

SAFETY COURSE

Mandatory safety course for students

The course consists of two modules and is mandatory for all students at the Department of Molecular Biology and Genetics.

You must pass both modules to complete your Master’s degree programme. You will receive a certificate for both modules after passing. You must also pass both modules to complete your Bachelor’s degree programme. The course is divided into two modules.

Students of 1st and 2nd year, please wait until your third year at the latest. The course should preferably be taken by students in the last year.

Videos from the Laboratory Conduct course

Course description for the two modules of the safety course

Laboratory Conduct

When the dates for the exam courses are announced it will be announced on this website.

- Good laboratory practice
- Biological agents and containment organisms
- Accessories
- Project report
- Waste disposal
- Waste management

Responsible for the Safety Course

Hospitalstraede 38

tel. +45 3533 0231

Administration for the Safety Course

Linjepadskolen 2E

København V

tel. +45 3533 0231

University of Copenhagen

www.universitet.dk